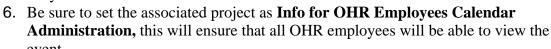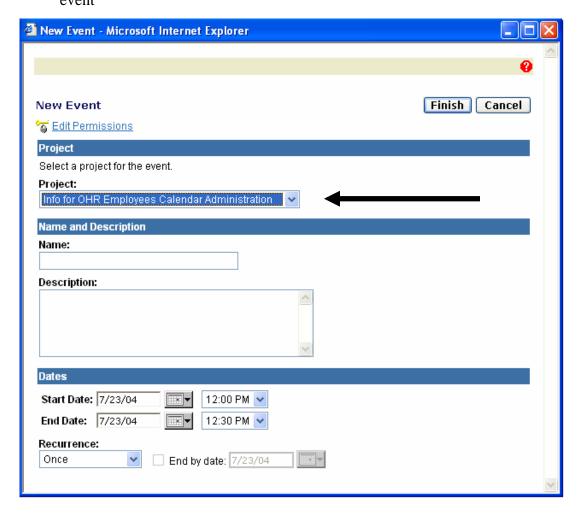# Adding an Event to the OHR Calendar

The Human Resources Community on the NIH Portal has a calendar that can be used as a consolidated group calendar for all OHR staff and can help reduce scheduling conflicts within OHR. All branch chiefs have access to add their upcoming staff meetings or any other standing meetings or training to the OHR calendar. This calendar can also be used to advertise events to everyone at NIH. Please submit NIH-wide events to HR Systems Support to be added to the calendar.

How to add an event to the OHR Calendar

1. Go to the HR Community – http://hr.od.nih.gov/hrcommunity.htm
2. Logon to the NIH Portal
3. Scroll down the page until the **Community Calendar** is visible
4. Click on the **New Event** icon
5. Fill out relevant date, times, recurrence, etc. for your event
6. Be sure to set the associated project as **Info for OHR Employees Calendar Administration,** this will ensure that all OHR employees will be able to view the event
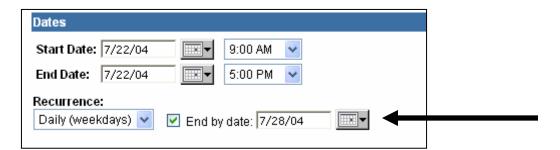
7. If your event is recurring (i.e., more than one day) use the recurrence fields to set the end date. Otherwise, the event will only appear on the calendar for the start date.
8. Click **Finish** and the event will now be displayed on the HR Community, visible only to OHR staff

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28 🖼 NIH New Employe 🖼 TSP Open Season	29 🖼 TSP Open Season	Jun 30 🖼 TSP Open Season	Jul 1	2	3
4	5 🖼 FEDERAL HOLIDAY	6	7	8 🖼 Federal Employee	9	10
11	12 🖼 NIH New Employe	13	14	15	16	17
18	19	20	21	22	23	24
25	26 🖼 NIH New Employe	27	28	29	30	31

Event: NIH New Employee Orientation
7/26/04 (8:30 AM-12:00 PM EDT)
Occurs:Once
[Building 31, 6C Room 6]

How to add a multiple-day event

1. Follow the same directions as above, but use the recurrence fields to set the end date, otherwise the event will only appear on the calendar for only the start date.

Dates

Start Date: 7/22/04 ▦▾ 9:00 AM ▾
End Date: 7/22/04 ▦▾ 5:00 PM ▾

Recurrence:
Daily (weekdays) ▾ ☑ End by date: 7/28/04 ▦▾

How to edit/delete an event

1. Go to the **Community Calendar**
2. Find the event you need to edit or delete, and **right-click** on that event
3. The Edit Event and Delete Event options will appear

21	22	23
	🖼 Test Eve	🖼 Test Eve

✏ Edit Event
✖ Delete Event

If you need assistance, please contact HR Systems Support.